

# Attachment A

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# MONTEREY COUNTY

## HOUSING AND COMMUNITY DEVELOPMENT

Erik V. Lundquist, AICP, Director



HOUSING, PLANNING, BUILDING, ENGINEERING, ENVIRONMENTAL SERVICES

1441 Schilling Place, South 2nd Floor  
Salinas, California 93901-4527

(831)755-5025  
www.co.monterey.ca.us/hcd

## SPECIAL EVENT INFORMATION QUESTIONNAIRE

The Special Event Information Questionnaire is the first step in having your special event take place in Monterey County. By providing the following information the HCD Permit Coordinator can help you develop a safe and successful event by assisting you with the coordination of county departments and state agencies. You may email this form to County of Monterey Housing and Community Development Attention: Special Events at [SpecialEvents@co.monterey.ca.us](mailto:SpecialEvents@co.monterey.ca.us) or mail it to Monterey County Housing & Community Development ATTN: Special Events, 1441 Schilling Place, South 2nd Floor, Salinas, California 93901.

**NOTICE TO APPLICANT:** Filling out this questionnaire is not a permit or permit application and does not guarantee the issuance of a permit. This is an information gathering tool that will be used to guide you through the permitting process surrounding hosting a special event in Monterey County.

Contact Person:		
Company or Organization:		
Telephone:	Email:	
Mailing Address:		
City:	State:	Zip:

Name of Event:
Event Location:
Type of Event:
Assessor's Parcel Number:

Date(s) of Event	From:	To:
Setup Date:	Time:	Day of Week:
Event Starts:	Time:	Day of Week:
Event Ends:	Time:	Day of Week:
Teardown Date:	Time:	Day of Week:

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## SPECIAL EVENT INFORMATION QUESTIONNAIRE

Total Attendance (including staff, spectators, participants):			
Minimum Attendance:		Maximum Attendance:	
Day 1	Day 2	Day 3	Day 4
<b>YES</b>	<b>NO</b>	<b>EVENT SCREENING QUESTIONNAIRE</b> <b>Please answer every question</b>	
		Is this an annual event? If so, how many years? _____	
		Are admission, entry or participant fees required?	
		Is the Organization a commercial entity?	
		Is the Organization a tax exempt or nonprofit entity?	
<b>YES</b>	<b>NO</b>	<b>Do you expect any of the following actions or activities to occur?</b>	
		Road Closures:	County      State      Both
If yes, list road names and provide proposed traffic control plan:			
		Will Major traffic arteries be affected by your event (streets/highways/intersections)?	
If yes, please list road names:			
		Will you have off-site parking?	
If yes, list where:			
		Will you use traffic safety equipment?	
If yes, list type:			
		Will banners or other directional or informational signage be used before, during and/or after your event?	

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## SPECIAL EVENT INFORMATION QUESTIONNAIRE

YES	NO	EVENT SCREENING QUESTIONNAIRE			
		Please answer every question			
If yes, list type of signs and placement location(s):					
		Will your event require a street or sidewalk closure?			
		Will alcohol be sold and/or served at your event? _____Sold                      _____Served			
		Will food and non-alcoholic beverages be prepared, served, or sold at the event? _____Prepared                      _____Served                      _____Sold			
		Will Food be offered to the public?			
How many food vendors will be at your event?					
How will food be prepared?		Gas	Electric	Charcoal	Other
		Will water be provided?	Bottled Water	Tap Water	Drinking Fountains
		Will you have musical entertainment?			
If yes, please describe:					
		Will your event have amplified music or sound?			
If yes, please describe:					
		Will your event have dancing? _____Inside                      _____Outside                      _____Both			
		Will your event have temporary structures (ex. tents, canopies)?			
If yes, what type and size?					

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### SPECIAL EVENT INFORMATION QUESTIONNAIRE

YES	NO	EVENT SCREENING QUESTIONNAIRE Please answer every question
		If yes, how many and size(s)?
		Will there be cooking inside any tents during your event?
		Will there be any electrical, plumbing, or HVAC inside any tents during your event?
		Will your event have any bleachers?
		If yes, how many and height:
		Will your event have any stages?
		If yes, how many and height:
		Will the Public have access to any of the stages?
		If yes, please describe:
		Will your event have any other structures?
		If yes, describe:
		Will any structure be elevated thirty (30) or more inches?
		Will your event include any animal rides or petting zoo?
		Will the event include body art services- including tattoo, body piercing, branding or permanent cosmetics?
		Will your event involve any film production at any time during the pre-event, event, or post-event phases?
		Will all venues provide reasonable accommodations for the disabled?
		Will your event have professional medical services provided? If yes, list company: _____

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YES	NO	EVENT SCREENING QUESTIONNAIRE			
		<b>Please answer every question</b>			
		Will insurance be provided for the event? If yes, list company: _____			
		How will restrooms be provided?	<table border="1"> <tr> <td>Portable Toilets</td> <td>Flush Toilets</td> </tr> </table>	Portable Toilets	Flush Toilets
Portable Toilets	Flush Toilets				
		How will you notify surrounding residents and/or businesses of the event? Provide website advertisement URL or attach a copy of the event flyer			

Please describe the flow of patrons and vehicles (i.e., entrances, exits, traffic flow patterns)

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Event Description: Provide a narrative description of the full scope of your event with as much detail as possible in the space below. Attach additional pages as necessary.

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**IMPORTANT NOTICE:** For events taking place on private property, where a zoning permit may be required, the Permit Center team recommends budgeting at least six months. Construction permit applications must be submitted at least 60 days prior to the event to avoid additional fees. Late construction permit applications may result in construction delays or event occupancy restrictions. Processing times for traffic, encroachment, waste management, food and alcohol permits vary. Submittals shall be required a minimum of 60-120 days prior to event depending on the scope of work. Applications submitted less than 30 days prior to the event may not be processed; call 831-755-5025 prior to submitting. *All applications fees will double if the application is submitted less than 60 days prior to the event.*

Name of preparer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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